

SHIPPING YOUR POV



**HEADQUARTERS
MILITARY TRAFFIC MANAGEMENT COMMAND
200 STOVALL STREET
ALEXANDRIA, VA 22332-5050**

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INTRODUCTION

This pamphlet is designed to provide customers with information to prepare your Privately Owned Vehicle (POV) for shipment. The successful movement of your POV is not a matter of chance. It is a result of proper advance preparation and planning. It's your POV. Ask questions. Be involved. Read what you sign. Contact your local transportation office prior to making any plans to ship a POV.

NOTE: Ensure you have sufficient funds available in the event of unexpected delays/expenses to, from, or at the POV processing center. Suggest you call in advance.

WHO CAN SHIP A POV

You are eligible to ship a POV if:

- You are member of the U.S. armed forces;
- You are a DoD civilian and your orders authorize shipment of your POV; or
- You are a retiree authorized to ship a POV.

Contact your transportation office.

YOUR ENTITLEMENT

The entitlement to ship a single POV is limited to a permanent change of station to, from, or between places overseas; or upon official change in home port of the vessel to which you are assigned. The transportation office will determine your entitlement based on your PCS orders.

RESTRICTIONS

- Only **one** POV owned or leased by you or your dependent and for your personal use may be shipped to your new duty station at Government expense.
- If you desire to make your own arrangements to ship an additional POV commercially, consult your sponsor and transportation office for any restrictions. You may have to pay an import duty on a second POV.
- Your local transportation office has information on specific United States and overseas host nation restrictions.

SIZE LIMITATIONS

You may ship at Government expense a POV that does not exceed 20 measurement tons. Exceptions may be granted for medical reasons. A measurement ton equals 40 cubic feet. A compact car averages about nine measurement tons; a full size car, about 15. If you ship a pickup truck with a camper, a recreational vehicle, a panel truck converted to a camper, or similar vehicle that exceeds 20 measurement tons, you will be liable to pay transportation costs for any measurement ton in excess of 20. These costs will be collected in accordance with your military service's regulations. Separates must pay in advance of shipment. Exterior dimensions determine the size (measurement tons) of a vehicle; therefore, remove truck mirrors and other articles that extend from the vehicle and that could create excess cost.

INSURANCE AND LICENSING

United States. In some U.S. states, armed forces or host -nation vehicle registrations, license plates, and licenses either are not valid or are valid for only a very short time. Arrange to obtain these items prior to taking delivery of your POV. Most state motor vehicle divisions will accept registrations of POVs by mail. If you are returning from overseas, make arrangements prior to leaving your old duty station for the continental United States. You should insure your POV before taking delivery. Coverage must meet minimum requirements prescribed by the state where your next duty station is located. Prior arrangements may save you money, as you will be able to compare prices offered by various insurance companies.

Overseas. Insurance, taxes, and licensing vary from country to country overseas. The best sources of information are your local transportation office and your overseas sponsor. Remember, you are responsible for obtaining insurance and licenses and paying any taxes. Be sure to check on these items well in advance of making your shipment. Insurance is often much more expensive overseas; research this matter carefully prior to making your shipment.

WHEN TO SHIP YOUR POV

Time limitations on when you are entitled to ship your POV vary among the military services.

For Army and Air Force personnel:

- POVs will be accepted for shipment if delivered to the port within 90 days after the member or dependent has departed for an overseas tour of more than one year or within 30 days after the departure of the member on an overseas tour of duty of one year or less.
- When delivery to the port is delayed beyond 90 days, the POV may be shipped only with the approval of the overseas commander.
- For overseas tours of more than one year, you must have a minimum of one year to serve on the current overseas tour when the POV is delivered to the port.

For Navy/Marine Corps personnel:

- POVs will be accepted when at least 12 months remain to be served at their current overseas duty station at the time the vehicle is delivered to the loading port. An exception is allowed if the overseas area commander or your commanding officer certifies the vehicle is necessary in performance of official duties.

TYPES OF POVS YOU MAY SHIP

Only self-propelled, wheeled motor vehicles can be shipped. This includes automobiles, station wagons, jeeps, motorcycles, motor scooters, vans, and pickups. Other passenger-carrying, multipurpose motor vehicles designed for overland ground transportation not specifically listed above may qualify; however, these generally require a written certification stating the vehicle is for personal use as a passenger-carrying vehicle. POVs that are modified to be "low riders" must have at least 6 inches of clearance to prevent damage to POV during car carrier load/download. Also, POVs may not have a lift kit higher than 3 inches.

NOTE: Host-country restrictions may apply; see your transportation office.

LEASED POVS, OR POVS WITH RECORDED LIEN IN U.S.

If your POV is leased, or a recorded lien exists in the U.S., you must provide written approval from the "third-party-in-interest" (leasing company or lienholder) which expressly provides that the vehicle may be exported. This written approval must be on the leasing company's or lienholder's letterhead paper, and contain a complete description of the vehicle, including the Vehicle Identification Number (VIN), the name of the owner or lienholder of the leased vehicle, and the telephone numbers at which that owner or lienholder may be contacted. The writing must bear an original signature of an official of the leasing company's or lienholder, and state the date it was signed. The written approval must include the leasing company's or lienholder's acknowledgement that return shipment prior to the next permanent change of station is a private matter between the leasing company or lienholder and you. All requirements stated in the lease agreement are your responsibility.

PROPANE TANKS

Propane tanks must be purged and certified before the POV is turned in at the port. Label should be affixed or tagged to tank. You must produce written authority that the propane tank is empty or has been purged. New and empty tanks meet these requirements. The certification must come from an individual or firm authorized to purge tanks.

WHAT YOU MAY LEAVE IN YOUR POV

You must ensure only authorized personal articles remain in your POV when it is turned in for processing. All household items and camping equipment must be removed. You may ship the following:

- Tools, not to exceed \$200 in value;
- Items such as jacks, tire irons, tire chains, fire extinguishers, nonflammable tire inflators, first aid kits, jumper cables, and warning triangle/trouble lights;
- One spare tire and two snow tires with wheels (either mounted or unmounted);
- Portable cribs, children's car seats, and strollers;
- Luggage racks;
- Small items such as thermos bottles, bottle warmers, and car cushions if they can be packed entirely within a carton provided by the port; if your POV is going to be containerized at the port, these articles may be placed in the trunk without a carton. Factory or non-factory stereo and speakers in car or trunk but they must be bolted down or permanently fixed as part of the car.

WHAT YOU MAY NOT SHIP IN YOUR POV

- TVs and VCRs, except factory installed;
- Accessories not permanently installed;
- Flammable or hazardous substances such as waxes, oils, paints, solvents, polishes.

Dispose of these items before you turn in your POV.

- Any liquids, for example antifreeze or air fresheners that may be spilled and leave stain.
- Any pressurized cans.
- Citizen Band radios. Importation and operation of CB radios are prohibited in most overseas areas. Failure to comply with these restrictions may result in your POV being held at the port of discharge until such equipment has been removed and shipped out of the country. All costs associated with removing your CB radio from your POV and shipping will be at your expense.

YOUR RESPONSIBILITIES

Following a few simple rules will make shipping your POV overseas much easier. Failure to follow these rules may cause the POV processing center to refuse your POV for shipment.

If a member chooses to ship out of an alternate port, there may be an alternate port charge incurred to the member if the alternate port is farther away from their new duty assignment than the designated port. If you have any questions, you should contact your Transportation Office or VPC to find out what the additional cost may be.

At origin:

- Have seven copies of your orders, and any amendments.
- U.S. Customs (19CFR192) requires one certified (notarized) and two facsimiles (copies) of the original or certified copy of the vehicle title. The title must include the vehicle identification number (VIN) or, if the vehicle does not have a VIN, the product identification number.
- Provide written approval from leasing company, or lienholder authorizing export. See paragraph above.
- Ensure your POV contains **no more than one-fourth** tank of fuel (gasoline or diesel).
- If the vehicle is leased, you must have a letter from the third party (leasing company) authorizing exportation of the vehicle.
- Have in your possession a valid driver's license, proof of ownership (title and registration), and a photo ID.
- Contact vehicle processing center prior to shipment if permanent change of station is to a remote area.
- Have in your possession a complete set of keys, to include gas cap and wheel lock keys, if necessary, upon delivery to the vehicle processing center. Retain a complete set of duplicate keys and have them with you when you pick up your POV.
- Turn off or otherwise disconnect installed auto alarm or anti-theft device prior to turn-in.
- There must be a signed letter of authorization, simple power of attorney, or other acceptable evidence of agency if vehicle is delivered by someone other than the service member. (Not required of spouse appearing on the PCS orders.) Here's an acceptable example:

"I hereby appoint (name of agent) as my agent for the delivery of my privately owned vehicle (vehicle and ID number) to the appointed military outlawing port, and I appoint him/her my attorney-in-fact to sign all documents required for the delivery of my vehicle for overseas shipment."
- Ensure your agent has proper civilian identification and all other documentation required to ship your POV.
- Make sure your POV is in a safe and operable condition when you turn it in at the port.
- Make sure your POV is clean. The VPC will not accept a POV laden with dirt, soil, mud or similar matter, to include the undercarriage.
- Empty the glove compartments.
- Have the make, model, color, year, and serial number of your POV.
- Have mileage of vehicle at time of turn-in.
- Provide a destination address where you may be notified that vehicle is ready for pickup.
- An inspector will inspect the POV with you. When the inspection is completed, you and the inspector will sign DD Form 788, "Private Vehicle Shipping Document" or commercial equivalent. You will be provided a legible copy of DD Form 788 or commercial equivalent as a receipt for your POV. Your copy of DD Form 788 commercial equivalent will be required when you pick up the vehicle, and it will be required by the military claims office should you file a claim for loss or damage to your POV.
- Make sure your POV meets any host-nation emission control and safety standards. Discuss host-nation requirements with your sponsor and local transportation office before departing. You may be required to make some modifications prior to shipping your vehicle.
- Since your POV may be exposed to freezing temperatures during shipment or during storage at the destination terminal, safeguard the cooling system with a permanent-type antifreeze solution. An antifreeze testing to minus 20 degrees Fahrenheit or lower should be used. (For Arctic areas, contact your sponsor or transportation office to determine if additional protection is necessary.)
- Consider rust protection and undercoating prior to shipment. Climatic conditions in certain areas of the world may cause your POV to deteriorate rapidly without some type of protection.
- Make sure you read the liability statements on the reverse of DD Form 788, or commercial equivalent POV inspection and shipping form.

At destination:

- To avoid unnecessary trips, contact the vehicle processing center for official confirmation that the POV is on-hand and available for pickup.
- When you or a designated agent pick up the POV at the destination vehicle processing center, you must have:
 - Proper identification i.e., military ID, driver's license;
 - Your copy of DD Form 788 "Private Vehicle Shipping Document" or commercial equivalent;
 - Complete set of keys;
 - Power of attorney if your spouse or agent picks up the POV. Please note that if your vehicle is not picked up within 45 days from the postmarked date of notification of arrival, you are subject to the vehicle being placed in storage at your expense.

Loss and Damage

When picking up your POV:

- Carefully inspect the exterior and interior to determine if there is any new damage.
- Make sure items left in the POV at the origin terminal are still there.
- Carefully and completely list any loss and all damages to your POV on your vehicle shipping document, DD Form 788 or commercial equivalent. List all loss and damage discovered and why it was not discovered at the final inspection at the pickup point.
- Failure to do this may result in no payment for this damage.

NONCONFORMING POVs

POVs imported to the U.S. are subject to safety standards under the Motor Vehicle Safety Act of 1966, revised under the Imported Vehicle Safety Compliance Act of 1988, re-codified at 49 U.S.C. 301; bumper standards under the Motor Vehicle Information and Cost Act of 1972 (which became effective in 1978), re-codified at 49 U.S.C. 325; and air pollution control standards promulgated by the Environmental Protection Agency (EPA) under the Clean Air Act of 1968, as amended in 1977 and 1990. These laws and regulations apply to importing POVs to any state of the United States, the District of Columbia, Puerto Rico, The Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

Modifications required for nonconforming POVs to comply with U.S. safety and environmental standards are performed by registered importers (RI) and independent commercial importers (ICI). As a general rule, all POVs less than 25 years old must comply with all applicable federal motor vehicle safety standards, and all POVs less than 21 years old must comply with federal emissions standards. Fulfillment of federal requirements does not relieve you from fulfilling requirements of a state or district of the United States. For information regarding registration or operation of a properly imported vehicle in a specific state, contact the Department of Motor Vehicles or other appropriate agency. Vehicles manufactured to meet the federal motor vehicle safety standards have a certification label affixed by the original manufacturer in the area of the driver-side-door. Vehicles manufactured to meet the federal motor vehicle emissions standards have an emissions label affixed in the engine compartment stating that the vehicle meets U.S. EPA emissions standards. Vehicles lacking these certification labels are nonconforming and must be brought into compliance.

Information for importing and converting vehicles to U.S. specifications may be obtained from the following web sites:

WWW.CUSTOMS.USTREAS.GOV/TRAVEL/AUTO.HTM
WWW.NHTSA.DOT.GOV/CARS/RULES/IMPORT/

Information concerning vehicle emissions and listing of ICI companies may be obtained from the EPA, 202-564-9660. Information concerning compliance with motor vehicle safety standards and listing of RI companies may be obtained from the aforementioned web site and from the DOT safety hotline, 800-424-9393 (in U.S.), or 202-366-0123.

In order to ship a nonconforming POV to the United States via the Defense Transportation System, you must, as a condition of shipment, provide written proof that you have entered into a contract with an RI/ICI located in the vicinity of the final destination CONUS vehicle processing center. You are responsible for any excess costs resulting from the inland movement to a RI/ICI that is beyond the area of the entitlement, which is normally POV delivery to the VPC nearest the new permanent duty station.

STORAGE OF POVs

Section 368 of the FY 97 Defense Authorization Bill authorizes the storage of POVs when members are:

- assigned to an OCONUS permanent change of station where POVs can not be shipped or where extensive modification of the vehicle would be required; or
- when members are transferred in conjunction with a contingency operation for more than 30 days and the movement is not a permanent change of station.

Contact your local transportation office for further details.

RETIREEES

Retirees may have to pay extremely high taxes when shipping their POV overseas (home of record, i.e. Philippines). Contact your local transportation office for further details.

POV PROCESSING CENTER INFORMATION

The remainder of this pamphlet provides information unique to each vehicle processing center (VPC). Consult your local transportation office to determine the proper VPC from which to ship your POV. NOTE: Hours of operation for each VPC are listed in the applicable section and are strictly adhered to. VPCs are not open on weekends or holidays. Please plan your trip accordingly.

While every effort is made to provide up-to-date information on the POV program, it is important that you consult with your local transportation office for any recent changes. We welcome written recommendations to correct or improve this pamphlet. Address your comments to:

Military Traffic Management Command
ATTN: MTPP-HP
200 STOVALL STREET
ALEXANDRIA VA 22041-5050

Information regarding the status of POV shipments can be obtained on the worldwide-web
at <http://www.whereismypov.com>

CONUS Vehicle Processing Center Information

VPC Operating Hours For "POV PROCESSING" 0800-1600* Mon-Fri, except Fed Holidays

***Members are encouraged to arrive at the VPC by 1530 hrs to insure processing is completed on time**

Atlanta, GA VPC 2579 Campbell Blvd. Ellenwood, GA 30294	Tel# 404 363 4449/3753 Fax# 404 363 1858 800# 800 965 9155
Baltimore, MD VPC 2501 Broening Highway Baltimore, MD 21224	Tel# 410 631 5751 Fax# 410 631 5756 800# 800 631 5751
Charleston, SC VPC 1599 Oceanic Street Charleston, SC 29405	Tel# 843 805 6667 Fax# 843 805 6671 800# 800 747 9223
Dallas, TX VPC 617 East Main Street Lewisville, TX 75067	Tel# 972 436 8864 Fax# 972 436 9043 800# 866 438 2046
Los Angeles, CA VPC 23803 S. Wilmington Ave. Carson, CA 90745	Tel# 310 549 8277 Fax# 310 549 7438 800# 800 887 3344
Metro NY/NJ VPC 301 Supor Blvd Harrison, NJ 07029	Tel# 973 485 8164 Fax# 973 485 6925 800# 877 269 3702 ("877" is toll-free)
New Orleans, LA VPC 5481 Crowder Blvd New Orleans, LA 70127	Tel# 504 246 2102/0770 Fax# 504 246 2111 800# 800 721 9632
Norfolk, VA VPC 3015 Airline Blvd. Portsmouth, VA 23701	Tel# 757 465 4127 Fax# 757 465 3970 800# 800 810 7480
Oakland, CA VPC 1301 Canal Street Richmond, CA 94804	Tel# 510 231 6831 Fax# 510 237 4046 800# 800 704 2444
Orlando, FL VPC 1934 McCoy Road Orlando, FL 32822 (Updated 4/05/01)	Tel# 407 854 8277/8773 Fax# 407 854 8774 800# 800 758 5998
Seattle, WA VPC 2302 Ross Way Tacoma, WA 98421	Tel# 253 272 1712 (TACOMA) 253 735 6405 (SEATTLE) Fax# 253 272 2375 800# 800 597 1833
St. Louis, MO VPC 4236 Crescent Drive Pontoon Beach, IL 62040	Tel # 618 931 2888 Fax 618 931 2892 800# 618 275 3706

OCONUS Vehicle Processing Center Information

OCONUS VPC OPERATING HOURS are Mon-Fri, excluding all Federal, Local and Host Nation holidays. Hours are as follows:

BENELUX (Chievres, Belgium/Schinnen, Netherlands) 0800-1630
 ENGLAND 0800-1630
 GERMANY 0800-1700
 GUAM 0800-1600
 HAWAII 0800-1500 (For POV Processing)
 ALASKA 0800-1600
 ITALY 0830-1630
 PUERTO RICO 0800-1600
 SOUTH KOREA 0800-1700
 TURKEY. 0830-1630
 SPAIN 0900-1300, 1300-1400, 1400-1700

BENELUX Chievres, Belgium VPC Cdr 80 th ASG Base Aerienne 7050 Chievres, Belgium	Tel# 32(0) 68665999 Fax# 32(0) 68665948 800# 00 800 87267227
Shinnen, Netherlands VPC 254 BSB Nurtherweg 60 6365 ER-Shinnen, The Netherlands	Tel# 31(0) 464432851 Fax# 31(0) 464432735 800# 00 800 87267227
ENGLAND Lakenheath/Mildenhall VPC London Road Industrial Estate 40 Wimbledon Avenue Brandon, Suffolk IP27, 0NZ Quality of Life VPC U.S. Naval Activities, UK RAF West Ruislip, London Quality of Life VPC Menwith Hill Station Harrogate, Yorkshire Quality of Life VPC Joint Maritime Force Raf JMF ST. Mawgan Newquay, Cornwall	CONTACT TRANSCAR ON Tel# 44(0) 1842813999 Fax# 44(0) 1842812981 800# 00 800 87267227 Tel# 44 (0)1715 144467 Tel# 44 (0)1423 777887 Tel# 44 (0) 1637 853502
London VPC U.S. Naval Activities U.K. RAF West Ruislip	Tel# 44-189-561-6585 (Int'l) 0189-561-6585 (Local) DSN 235-6585 For appointment: 0184-281-3999 Fax# ext 6640 Toll Free: 00-800-87267227

GERMANY Baumholder VPC Gebäude 8716, Raum 1-3 Chg 6/4/01 Smith Barracks Am Bahnhof / Bldg 8716 55774 Baumholder, Germany	Tel# 49 6783 2455 Fax# 49 6783 3377 800# 00 800 87267227
Boebligen VPC Panzer Kaserne Bldg 2930 71032 Boebligen, Germany	Tel# 49 7031 222453 Fax# 49 7031 222561 800# 00 800 87267227
Grafenweohr VPC U.S. Grafenweohr Base Saratoga Ave/Bldg 515 92655 Grafenweohr, Germany	Tel# 49 9641 8480 Fax# 49 9641 3597 800# 00 800 87267227
Kaiserslautern VPC Kapaun Air Station Bldg 2806 67661 Kaiserslautern, Germany	Tel# 49 631 98517 Fax# 49 631 98518 800# 00 800 87267227
Mannheim VPC Taylor Barracks Bldg 348 68309 Mannheim, Germany	Tel# 49 621 7140511 Fax# 49 621 7140711 800# 00 800 87267227
Schweinfurt VPC Conn Barracks Custer Street/Bldg 35 97421 Schweinfurt, Germany	Tel# 49 9721 803618 Fax# 49 6721 85224 800# 00 800 87267227
Spangdahlem VPC Spangdahlem Air Base Bldg 193A 54529 Spangdahlem, Germany	Tel# 49 6565 4484 Fax# 49 6565 4469 800# 00 800 87267227
Wiesbaden VPC Mainz Kastel Housing Area Bldg 7513 55252 Mainz Kastel, Germany	Tel# 49 6134 69303 Fax# 49 6134 63579 800# 00 800 87267227

GUAM Guam VPC COMNAVMAR Naval Base Bldg 3179 Santa Rita, Guam 96915	Tel# 671 339 2205 Fax# 671 564 2105 800# 877 716 7702
HAWAII Honolulu, HI VPC Matson-Honolulu Terminal Sand Island Parkway Pier 51-B Honolulu, HI 96820	Tel# 808 848 8383 Fax# 808 853 2116 800# 800 896 7745
ALASKA Anchorage, AK VPC 2945 Mountain View Drive Anchorage, Alaska 99501 Fairbanks VPC 904 Aurora Drive Fairbanks, Alaska 99701	Tel# 907-297-1131 Fax# 907-297-1198 Tel# 907-451-1753 Fax# 907-451-1826
ITALY Aviano VPC Via Ellero 1 Zona Industrial 33081 Aviano, Italy Sigonella VPC Base Militare USA / NAS II Strada Statale 417 Catania - Gela 95939 Plano d'ARCI /Sigonella (CT)	Tel# 39(0) 434661419 Fax# 39(0) 434661420 800# 800 053388 (in Italy) Tel # 0039-095-86-5529 Fax# 0039-095-86-5547 800# 800-053733 Dsn# 624-5529
Livorno VPC Leghorn Army Depot Camp Darby Gate 27, Bldg 5138 SS 1 Aurelia I-56018 Tirrenla/Pisa, Italy	Tel# 39(0) 50579920 Fax# 39(0) 50579919 800# 800 053388
Naples VPC Naval Support Activity Via Scarfoglio 80125 Agnano Napoli, Italy 80100	Tel# 39-081-570-9350 Fax# 39-081-570-9448 800# 800 87267227 800 053733 (Naples)
Vincenza VPC Caserm Ederle Bldg 61 36100 Vincenza, Italy	Tel# 39(0) 444303924 Fax# 39(0) 444303959 800# 800 053388

PUERTO RICO Puerto Rico VPC Avenida J. F. Kennedy, Km 2.5 San Juan, Puerto Rico 00920	Tel# 787 792 1233 Fax# 787 781 0688 800# 888 872 6064
SOUTH KOREA Pusan VPC Camp Hialeah, Bldg 508 Yonji-Dong, Pusanjin-Ku Pusan, Korea	Tel# 82 051 819 4870 DSN 763 7680 Fax# 82 051 819 1507
Seoul VPC Camp Kim Bldg 1230 Camp Kim, Seoul, Korea	Tel# 82 2 77915 7011/7012 DSN 725 7011/7012 Fax# 82 2 7913 4133 DSN 723 4133
Taegu VPC 20 th Support Group Bldg 1415 Camp Henry, Korea	Tel# 82 53 470 8112 Fax# 82 53 470 8113 Note: THESE NUMBERS ARE THE SAME
TURKEY Incirlik VPC Transcar GmbH/Delta Trading & Shipping, Inc Ceyhan Yolu 10 KM No 65 Adana	Tel# 0090-322-332-7211 Fax# 0090 322 332 8921 DSN# 679-9964 800# 0800-479-7644
Izmir VPC Transcar GmbH/Delta Trading & Shipping, Inc. Caddesi No 15/1 Bornova	Tel# 0090-232-478-2856 Fax# 0090 232-478-2859 800# 0800-479-7644
SPAIN Rota VPC Transportes Internacionales Ferris, S.A. Avenida Crucero Baleares, #18. 11520 Rota (Cadiz), Spain	Tel# 0034-956 -811044 / 0034 956 840185 Fax# 0034 956-815077 800# 0034-900-214304

